



# PRESTIGE CONVENT SCHOOL

POCKET B-5, SEC- 8, ROHINI, DELHI- 110085

SESSION: 2023 – 24

PRESCHOOL (NURSERY) and PREPRIMARY

Circular no. PCS/2023-24/01

Dated: 30-3-2023



I Wondered and I Wondered  
When I could go to school.  
They said I wasn't old enough  
According to the rule.  
I waited and I waited  
I was patient as could be,  
And now I'm all excited...  
It's time for school for me.



Dear Parent

*'Coming together is a beginning; keeping together is progress and working together is success.'*

Congratulations on choosing Prestige Convent School for your child! PCS firmly believes that the foundation of any successful school rests on the collaborative efforts of the Parent, Teacher, and Taught. A picturesque, well-equipped dreamland of Prestige Convent School welcomes our esteemed parents. Our exquisite & exuberant section for the little ones provides unmatched quality of learning in a fun-filled, creative atmosphere experiencing the best of childhood.

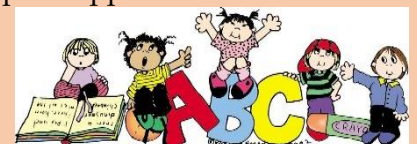
The much-awaited day has arrived when our children will step on the threshold of Edu space. To have the smooth sailing of this journey of learning here are a **few important guidelines for parents.**

- **The new session will commence on Monday, April 3, 2023.**
- To help your ward get acclimatized to the school environment, on April 3, 5, 6, 2023 the school timings will be from 9:00 a.m. to 11:00 a.m. You are requested to come to drop and pick your child as per the schedule.
- Parents (New Admissions) interested in availing school transport are requested to come at 11:30 a.m. to accompany school transport to see the bus routes on 3<sup>rd</sup> April.
- For any transport related query pls speak to Mr Sandeep-8860548481.
- Regular school timings i.e., 8:50 a.m. to 12:30 p.m., will be followed from Monday, April 10, 2023.
- The school will remain closed on April 4 and April 7 on account of Mahavir Jayanti and Good Friday respectively.
- Every Saturday will be a holiday for students of Classes Preschool (TULIP A1 & VIOLET A1) and Preprimary (LILY A1 & DAFFODIL A1)



## **Parent Teacher Interaction**

- It is compulsory for the parents to attend the PTM to assess their child's progress and performance. On the day of PTM, parents should adhere to the timings allotted. The student must accompany in school uniform only.
- Parents can also meet teachers on the first and third Saturday with prior appointment.



## Almanac

- Parents must ensure that their ward brings the Almanac to school daily. Parents must read the contents of Almanac to get acquainted with the school's functioning and also explain the same to their wards.
- Parents should communicate with the teachers to convey any information regarding their ward and vice versa through the Almanac.
- Almanac should be checked by parents every day for any note/circular/instruction and must be acknowledged by affixing their signature.
- **The students' personal record should be correctly and completely filled in the duplicate form (Page No. 5 & 6 of the Almanac) It is essential for parents to enter their signature in the aforesaid form and submit it to the Class Teacher on the first day of school.**

## Uniform

- Parents should ensure strict adherence to the prescribed uniform and personal hygiene of their ward. It is compulsory for the students to wear Identity Card every day.

## Books

- To reduce bag load is our prime concern. The school has taken the initiative to keep some books, notebooks and stationery in the school. One subject study material will be sent home daily for practice and revision.

## Spoken English

- English is the medium of instruction in the school. To develop maximum fluency in English, students must converse in English at all times.

## Transport

- Students availing school transport should reach their respective bus stops five minutes earlier than the stipulated time.
- Our buses have mobile connectivity and numbers can be taken from Transport In charge.
- Parents should come/send a responsible person with parent I- Card to receive their ward from the bus stop, failing which the child shall be brought back to school.
- Parents who make private transport arrangements for their ward by hiring cabs/rickshaw, will be completely responsible to ensure that proper Police Verification of driver is done, and all safety measures have been taken to avoid any untoward incident.

## General Guidelines

- The Newly admitted students should wear temporary Identity card given by the school, till they get their new I-Cards.
- Parents must ensure that the child carries the napkin and a handkerchief to school daily.
- Children should be toilet trained. Many a times children tend to spoil their dress, therefore send an extra pair of clothes daily.
- Please visit the Parent Portal on the school website for regular updates.
- Parents must register a permanent mobile phone number with the school on which SMS and other alerts may be sent. In case of change, the parent must notify the changed number in writing within 3 days.
- Children will strictly not be handed over to any unauthorized person. In case anyone other than the authorized person/cab driver is sent to collect child, the parents must immediately notify the school authorities, telephonically/by an e-mail, through Registered Phone Numbers/E-Mail Id only or a letter duly signed by parent, detailing his verification with Parent ID card.
- The name, class and section of the student should be prominently marked on all the belongings of the student.
- Students are not allowed to come in casuals on their birthday. Parents must ensure that they do not send more than one packet of toffees to celebrate their ward's birthday. Apart from this , anything else sent will not be accepted.

Warm regards  
Inderjit Kaur Batra  
Principal